

0920.02 Direct Transfer of Archival Records to the State Archives of Michigan

Issued January 1, 1994

SUBJECT: Direct Transfer of Archival Records to the State Archives of Michigan.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To prescribe the procedure for a State agency to transfer public records that have archival/historical value directly from the agency to the State Archives.

CONTACT AGENCY: Department of State
Michigan Historical Center
State Archives of Michigan
Michigan Library and Historical Center Building
717 West Allegan Street
Lansing, Michigan 48918-1837

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SUMMARY: Certain public records are to be preserved in the State Archives to serve as "the memory of state government." (M.C.L. 399.5). Such records document the activities of government, indicating why and how decisions were made and implemented, and reveal relationships between the government and the people it serves. Records selected as being worthy of preservation are deposited in the State Archives and are available for reference and research purposes to the creating agency, other agencies, and the public, unless the records are confidential by law.

An agency's Retention and Disposal Schedule prescribes retention periods for its records, stipulating how long records should be retained by the agency, and when and if the records are to be transferred to the State Archives. Some records may be transferred directly from the agency to the State Archives without the need to store them in the State Records Center.

APPLICABLE FORMS: DMB-504, Retention and Disposal Schedule.
MH-22, State Archives of Michigan, Container Label.
MH-85, Direct Records Transmittal.
Records Transfer Request

PROCEDURES:

General Information:

- In certain instances Retention and Disposal Schedules will provide for transferring records directly from an agency to the State Archives, without the need to first have them stored in the State Records Center.

State Archives of Michigan:

- Will review an agency's proposed Retention and Disposal Schedule as it goes through the approval process, and will make the determination that certain records should be transferred directly from the agency to the State Archives when the record's administrative, fiscal, and legal retention periods have expired.
- Will review Direct Records Transmittals to determine if the records that are listed on the form are eligible for transfer to the State Archives.

- Will notify the agency that submitted the Direct Records Transmittal if the records are eligible for transfer to the State Archives.
- If the records are eligible for transfer, will send the agency the box labels and barcode labels that are needed for shipping the boxes, and a receipt for the boxes.
- May only destroy/deaccession agency records in accordance with approved Retention and Disposal Schedules.
- Will furnish copies of finding aids, location guides, circulars, indexes and other access tools for processed records in the custody of the State Archives to government agencies which desire access to the records. These materials are furnished at no cost.

Agency:

- Can identify which records will be directly transferred to the State Archives by referring to its Retention and Disposal Schedule. For each record or records series that is to be directly transferred, the schedule should indicate no period of retention in the State Records Center. The words "Transfer to the State Archives of Michigan" will appear in the record series description and in the retention columns of the Retention and Disposal Schedule.
- Will ensure that records that are not currently listed on a Retention and Disposal Schedule are added to the schedule before they are destroyed or transferred to the State Archives. Agencies may contact their Records Management Officer or the Records and Forms Management Division, Department of Management and Budget, to request a change to their Retention and Disposal Schedule, in accordance with procedure 0910.01.
- May restrict access to statutorily confidential records that are transferred to the State Archives:
- If an agency's statutorily confidential archival records have reached the point where they no longer have administrative, fiscal or legal usefulness, the records should be transferred to the State Archives subject to a written agreement of confidentiality, that is written and signed by the transferring agency and the Department of State. (M.C.L. 399.4a)
- Statutorily confidential records in the custody of the State Archives will remain closed in accordance with a written agreement executed under M.C.L. 399.4a. Public access to transferred statutorily confidential records cannot be obtained without written permission from the transferring agency.
- Public records in the custody of the State Archives are the property of the people of the State of Michigan. These records are available to the general public and any State agency, with the exception of those records that are confidential and have restricted access status. Records may be examined in the State Archives Reading Room, and may not be removed from the State Archives facility. (See Procedure 0920.03)
- Will acquire appropriate boxes for transferring records to the State Archives:
 - Standard boxes must be used for transferring records to the State Archives. The boxes may be obtained from the State of Michigan's authorized government office supply contractor.
 - For letter or legal size records, use the standard box which is 15 x 12 x 9-3/4 inches in size.
 - For maps, tracings and similar items, use the long box which is 26 x 12 x 9-3/4 inches in size.
 - Determine the quantity of boxes needed by multiplying the number of file drawers of letter size records by 12. For legal size records, multiply the number of file drawers by 2.
- Will pack the boxes:
 - Remove the records from the file drawers, but keep the records in their file folders, and pack them in the boxes. Pack the records in the same order they were in when they were kept in the file drawers.
 - Have letter size files in the box face toward the label end of the box. Face legal size files in the box toward the side of the box that is to the left of the label.
 - Two or more records series may not be mixed within any one box.
 - Do not over-pack any box causing its sides or top to bulge.
- Will seal the boxes:

- After the records have been packed in the boxes, each box must be closed and taped shut in the following manner:
 - Fold the end flap that is at the far end of the box opposite from the label.
 - Fold in the two side flaps so that they lie over the end flap that was just folded in.
 - Take the remaining end flap that is at the label end of the box, and fold it over so that it lies on top of the two side flaps that were folded in.
 - Place a strip of 2-inch wide masking tape across the last folded end flap and secure it down tightly. The tape should extend fully across that flap and approximately half-way down the sides of the box so that it securely holds the box shut.
- Check to make sure that the flap on top that has been taped down, is the flap that is at the label end of the box.
- Will complete the direct transmittal form:
 - A Direct Records Transmittal form (MH-85) is used to arrange the actual transfer of records to the State Archives. This form can be obtained by calling the State Archives at 517-373-1408, or by accessing the State Archives' web page <http://www.sos.state.mi.us/history/archive/>.
 - Complete the transmittal form by including the record series title, each folder/volume title, inclusive dates of the records and the item number from the Retention and Disposal Schedule. Providing detailed information about the contents of each box will assist with their retrieval in the future.
 - Send the completed transmittal form to the State Archives for authorization to transfer the records. The State Archives will inform the agency as to whether the records are eligible for transfer.
- Will transfer the records:
 - The State Archives will send the agency a receipt/inventory for the records that are approved for transfer, along with box labels, barcode labels and a Records Transfer Request form.
 - The agency shall affix the labels to the appropriate box (in accordance with the receipt provided by the State Archives), and then submit the Records Transfer Request form to the Department of Management and Budget, Mail and Delivery Services.

Department of Management and Budget, Mail and Delivery Services:

- Shall pick-up the boxes listed on the Records Transfer Request form, and deliver them to the Michigan Historical Center loading dock.

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Procedure Update: 11-13-00
 Procedure 0920.02